

CITY OF AUBURN, NEBRASKA - BUILDING PERMIT APPLICATION

OFFICE USE ONLY			
Permit #	Date	Paid	Log #

Job Address _____ Application Date _____
Legal Description: Lot(s) No. _____ Block _____ Addition _____

Owner _____ Contact Phone No _____

Contractor(s) _____ Plumbing _____

_____ Heating _____

Architect _____ Electrical _____

Type of Building

Work to be Done

Residence _____ Remodel _____

Apartment _____ Alteration _____

Commercial Bldg. _____ Addition _____

Public Bldg. _____ Repair _____

Warehouse _____ Mech./Plumbing _____

Garage _____ Roof/Siding _____

Fence/Walk/Drive _____ Demolition _____

Curb Cut Requirement _____ Other Bldg./Structure _____

Use of Explosives during Construction _____ Type _____

Signs _____

Approx. Starting Date _____ Approx. Completion Date _____
(Ref. 9-104—to be within 90 days) (Ref. 9-104—approx. within 1 year)

Valuation of Work: \$ _____ Fee _____ Type _____ Code # _____

Description (SEE BACK)

Easement Check (SEE BACK)

Please Read Carefully

1. I hereby certify that I have read and examined this application, and have answered all statements correctly, to the best of my knowledge. All work will be done in accordance with the uniform building code and other ordinances of the City of Auburn, Nebraska. I further certify that I am authorized to sign this application.
2. Building Permit Approval may require a minimum of 36 hours and up to 4 days for approval.
3. It is regulated by IBC a minimum of 1 set of plans for minor projects (garages, etc.) and 2 sets of plans for major projects (homes, new buildings, etc.).

Signature _____
(Owner, Contractor or Authorized Agent)

Bldg. Inspector _____
Final Approval by _____ Disapproved by _____

Special Notes: _____

Building Permit Sign off for acknowledged time and an Easement or Hookup check is required.

Board of Public Works –
Electricity/Water/ Sanitary Sewer _____ Gas _____

Telephone _____ Cable _____

Diggers Hotline Registration # _____
Diggers Hotline (800-331-5666)

Easements for property can be located on plat maps at the County Clerk’s office.
It is understood it is the property owner’s responsibility of an easement and hookup check.

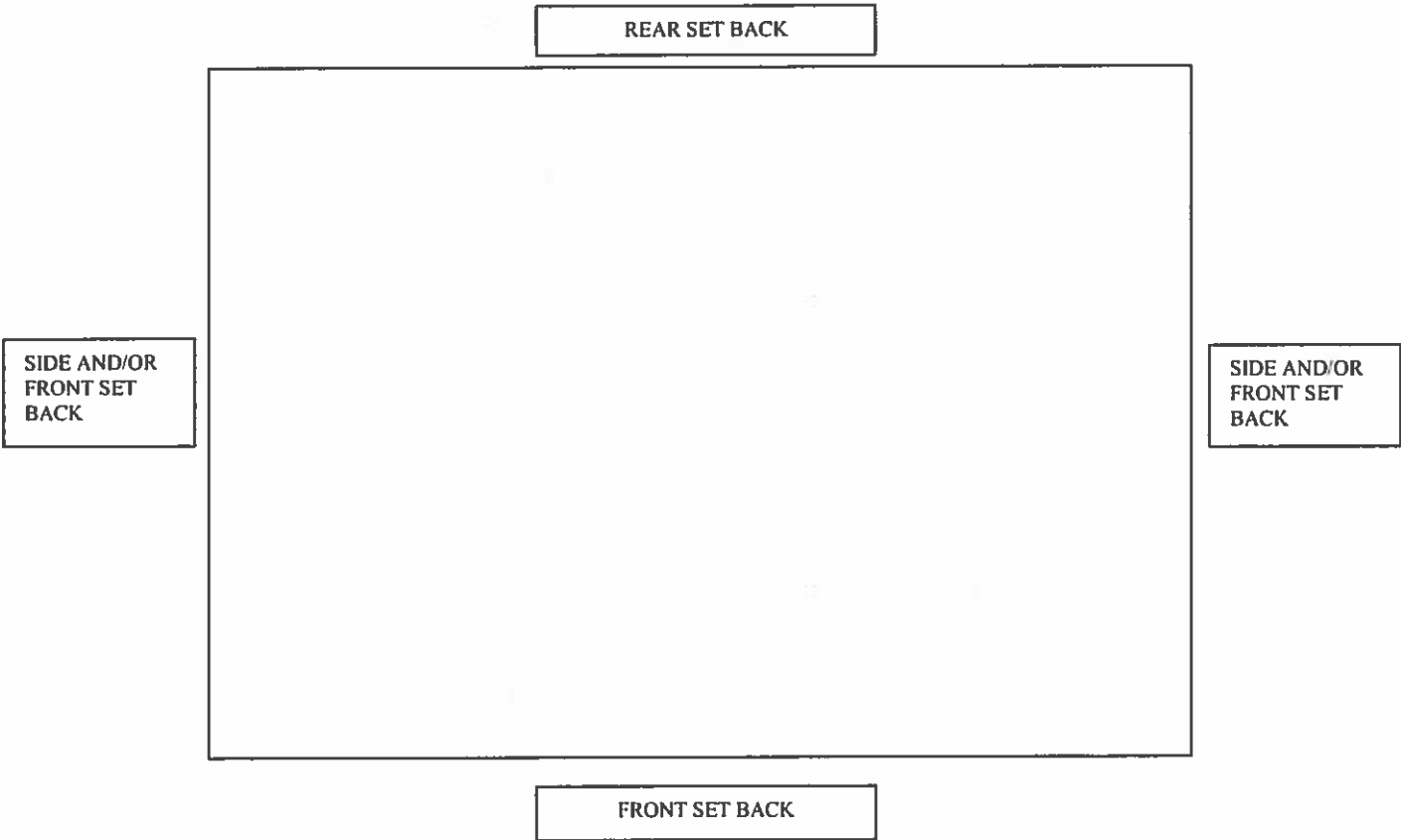
A building permit will not be issued until all parties involved sign off and date this document before approval is given. The building permit is void if a conflict with the easement exists. Easement checks are required for outside work on construction.

Approved By: _____ Disapproved By: _____

Describe Work _____

Set Back: Front _____ L.Side _____ R.Side _____ Rear _____

Show on plan below lot dimensions, set back dimensions, and building placements. Also draw, by simple directional line, the proposed drainage.



Building Permit Procedure
City of Auburn, 1101 J Street, Auburn, NE 68305

- 1) Person or Company requesting a building permit will obtain an application from the City Hall office or the building inspector.
- 2) If building permit request is for the building of new homes, commercial buildings, or a major building addition, two sets of plans are needed for review (one for the City and one for the Board of Public Works).
- 3) After review of the application and plans by the Building Inspector and the Board of Public Works (BPW), the BPW will sign off on the application with the final approval and sign off by the Building Inspector.
- 4) If the building permit application is for minor items, fences, a patio, concrete work, minor remodeling, garages, etc., the application and plans will be reviewed by the building inspector. Approval will be granted by the building inspector.
- 5) As per City Code, all inspectors have a right to enter construction project sites and review construction progress.
- 6) A sign off sheet will need to be signed off by the appropriate inspector during construction phases with final sign off by the building inspector at the end of the project.
 - a) A sign off sheet will need to be signed off by the appropriate inspector during construction phases with final sign off by the Building Inspector at the end of the project.
 - b) The sign off sheet is required on all new homes, commercial buildings, and/or major building additions.
 - c) The sign off sheet will be posted on projects for sign off to happen.
 - d) It is the contractor/owner responsibility to make sure the appropriate inspector is notified for the proper inspection. A minimum of 24 hours is required for notification.
 - e) If item (d) is not followed, it could cause construction delays.

Revised 10/14/2014

BUILDING INSPECTION CHECKOFF
City of Auburn, 1101 J Street, Auburn, NE 68305

Project: _____

Log # _____ Permit # _____

(Please note: A minimum of 36 hours notice is required for this inspection check off. All inspections will be done between 7:30 – 9:00 a.m. or 6:00-7:00 p.m. Monday through Friday only. Please plan accordingly.)

	<u>Elec Insp</u>	<u>Plg Insp</u>	<u>Mis Insp</u>	<u>Bldg. Insp</u>	<u>Final Acc</u>
Foundation/Footings	_____	_____	_____	_____	_____
Interior Rough In	_____	_____	_____	_____	_____
Interior Work (finish)	_____	_____	_____	_____	_____
Exterior Work	_____	_____	_____	_____	_____
Yard Work – Sidewalk & Driveway	_____	_____	_____	_____	_____
Electrical – Rough In	_____	_____	_____	_____	_____
Final Work	_____	_____	_____	_____	_____
Water/Sewer – Rough In	_____	_____	_____	_____	_____
Final Work	_____	_____	_____	_____	_____
Equipment/Fixtures & Internal Special Items	_____	_____	_____	_____	_____

All work is approved in accordance with plans and specifications and all Federal, State and Local regulations. It is the owners' responsibility for final acceptance.

Electrical/Water _____

City Building Inspector _____

Acceptance by

General Contractor _____

Owner _____